



USAG Stuttgart Passport Application Instructions:

These instructions are for individuals renewing a passport or applying for an initial passport. If your passport has been lost, stolen, damaged or mutilated contact the passport office to receive different instructions.

IMPORTANT NOTES:

- Expedite options are not available outside the U.S. Please do not utilize this option for it will provide incorrect fees.
- Updates to the online site are made often by U.S. Department of State. These instructions are current as of May 2015.

ONLINE INSTRUCTIONS

1. Go to the following passport online link: <https://pptform.state.gov>
2. Click on the box  "I have read the Privacy Disclaimers", then click on **Submit**.
3. Click on **Submit** with the box labeled "Complete Form Online".
4. **About the Applicant:** Fill in the requested information about the Applicant. References all O's for an applicant who does not currently have a Social Security Number. Click on Next.
5. **Contact Information**
 - **Where should the passport be mailed?:** You must provide the information highlighted in bold or your application will have to be retyped. Please note your completed application will list this address in block 8.
Street Address: **USAG STUTTGART DHR, UNIT 30468** Street Address (#2): **ATTN: PASSPORTS AFN 436457**
City: **APO** Country: **UNITED STATES** State: **AE – AF Europe** Zip Code: **09154** In Care of: **STUTTGART ARMY**
Is this your Permanent Address: **Select No**, screen will repopulate. Your permanent address may be a CMR address or either a Stateside or German permanent address.
 - **Preferred Method of Communication:** Select one of the three options listed, then provide a good email address and phone number. You may provide a German phone number. Click on Next.
6. **Travel Plans:** Please leave blank. If traveling within 6 weeks please notify the passport agent. Click on Next.
7. **Emergency Contact:** Optional field but applicant is encourage to provide information. Click on Next.
8. **Your Most Recent Passport:** Click on one of four options listed. If you click on **None**, proceed to number 9.
 - **Do you still have the passport in your possession?:** Select **Yes** as long the passport you are applying for has not been lost, stolen, damaged, or mutilated.
 - **Date of your most recent passport book issued:** Reference your **most recent** issue passport of the same type that you are renewing (Official, No-Fee, or Tourist) **NOTE: If requesting first passport of its type, reference most recent issued passport regardless of type.** Click on Next. (If lost /stolen/mutilated reference that particular passport which may or may not be most recent.)
9. **Parent & Spouse Information:** If not prompted to enter this information proceed to number 10.
 - If prompted to enter information ensure you **reference the parent (guardian) name(s) as it was at their birth not at the applicants birth**. You must provide as much information as known or what is listed on your birth certificate.
 - **Spouse:** If married or divorced you must provide this information. Click on Next.
10. **Are you known by other names?:** If known by other name(s) in the past you must provide this information. Click on Next.
11. **Passport Application Review:** Second block down "Mailing Address" must list the mailing address provided in number 5. If you had to provide a parent (guardian) name(s), names should reflect the parents given name(s) at their own birth, NOT at the applicants birth. After reviewing and making edits if needed, Click on Next.
12. **Passport Products and Fees:** Select one of three options provide. If applying for a tourist passport book ensure you select 52 Page Book. If applying for an Official or No-Fee passport **do not** select 52 Page Book. Please leave **Processing Methods** as "Routine Service". You may not expedite an application outside the U.S. **Please note:**
No-Fee Passports are at no cost to applicant; however a fee will be displayed. Ignore that and Click on Next.
13. **Next Steps:** Scroll to bottom of page and Click on the box  "I have read above", then click on **Create Form**. Open the PDF Form and print, single sided, pages 5-6. **Do not** sign the application, the application must be signed in front of a passport agent.
14. Review your checklist, ensure you have all other required documents prior to submitting you application during your appointment time.